

# Fairfield City Council Strategic Work Session

## Notes

Friday, January 4, 2008

Council Members Present: Mayor Harry Price, Vice Mayor John Mraz, Councilmember Frank Kardos, Councilmember Chuck Timm, and Councilmember Matt Garcia

Topics:

### 1. Public Comment

-Mayor Price called the meeting to order and welcomed members of the Council, staff members and the public. He thanked everyone attending for taking an active interest in the annual work session. Mayor Price asked each person present to introduce him or herself.

-Mayor Price opened the meeting for public comment. One person spoke, Mr. Kurt Hahn. Mr. Hahn addressed the council regarding three topics. He stated that: a) since Measure Q was defeated, the Council be vigilant in making sure the proper funds are returned to the taxpayers; b) Since the proposed budget for 2008 of \$122 million is higher than any city in Solano County, including Vallejo, which is 10% larger, there should funds available to balance the budget; and c) He felt the salary the new City Manager is too high and would affect the negotiations process.

### 2. Review of Agenda for Work Session

-Mayor Price reviewed the agenda for Friday and Saturday. Councilmember Kardos requested a new agenda item added to Friday: Amendment to the Administrative Policy manual. This item was placed on the agenda.

-Dr. Porter reviewed his role as facilitator with the Council concurring on this role and thanking him for being present.

### 3. Closed Session on Labor groups

The Council adjourned to Closed Session to conference with labor negotiator re: Government Code Section 54957.6. At the conclusion of the Closed Session, Mayor Price noted there were no actions taken in Closed Session.

### 4. Discussion of Council Assignments

The Council reviewed the 2008 City Council appointments. Appointments were unanimously accepted as presented.

### 5. Discuss Code of Conduct

City Attorney Greg Stepanicich presented the Council's current Code of Conduct and asked the Council for suggested ideas or changes. He noted that the Code of Conduct is at the discretion of the Council. The Council felt that respect, decency, and maturity should be the driving forces behind Council conduct and that excessive time need not be spent reviewing detailed rules of conduct. The Council decided to retain the Code of Conduct as written and to focus on attention to respect, decency and maturity as overriding criteria.

### 6. Discuss Council Process Agreements

The Council reviewed the Council Process Agreements and unanimously agreed to adopt the agreements as written (#1-14).

## **7. Discussion of Feasibility of Central Transfer Bus Facility**

Gene Cortright, Director of Public Works summarized the history and background of the Central Transfer Center and associated grant. After determining that the original site was not appropriate, the City is now considering a new site at Acacia Street. Transit Manager George Fink fielded questions and sought direction from the Council on how to proceed.

-Vice-Mayor Mraz asked about the trash clean up and transient issues at the Acacia Street location. He noted that the mall location has many issues with trash, and transient problems that have not been attended to. Will they do a better job of maintaining the facility? Mr. Fink answered that they would improve on the trash clean up and will contact the contracted vendor to keep the trash picked up.

-Councilmember Timm asked about buses coming from out of town (Contra Costa County, etc.). Mr. Fink responded that very few buses came from out of town and that they used the other City facility.

-Vice-Mayor Mraz asked about the likelihood of the property value declining due to the Bus Transfer Facility.

-Mr. Fink noted that the layout of the Bus Transfer Facility is not finalized yet, but may include restrooms.

The Council directed staff to research the following issues and bring back information and a proposal for:

- \*How the trash removal will be handled
- \*Site maintenance
- \*Fencing
- \*Site security
- \*Dealing with the transient problem
- \*Site facilities (restrooms, seating, etc.)
- \*Site operational costs
- \*Dealing with the Linear Park Easement

In responding to the above issues, the Council asked that the following groups be consulted: the North Texas Business Association; the residents of the proposed area, and the Police Department.

## **8. Amendment to the Administrative Policy Manual**

Councilmember Kardos proposed a change to Page 3-2 of the Administrative Policy Manual that would assure more accountability and follow up on new Council projects and initiatives. He noted that his proposal would not apply to the approximate 80% of items that are routine or reoccurring but only to significant new projects and proposals. Councilmember Kardos would like to see a follow up on items after they are approved. This would allow the Council to determine if programs were successful, what Council goals they were related to, what timeline will be followed, and when will progress will be brought back to the Council for review.

After discussion, the Council reached consensus that when a significant new project or initiative is approved by the Council, Councilmembers may initiate a request that staff provide the following information:

New program or Initiative \_\_\_\_\_  
Council Goal Area \_\_\_\_\_  
Key Reporting Indicator (as defined by staff) \_\_\_\_\_  
Timeline for Reporting \_\_\_\_\_

**9. Top Ten List of City Accomplishments from Council**

The Council briefly reviewed.

**10. Revisit Council Priorities from 2007**

Not discussed.

## Fairfield City Council Strategic Work Session

### Notes

Saturday, January 5, 2008

Council Members Present: Mayor Harry Price, Vice-Mayor John Mraz, Councilmember Frank Kardos, Councilmember Chuck Timm, and Councilmember Matt Garcia

Eve Somjen led the group in the pledge of allegiance.

#### *Topics:*

##### **1. Public Comment**

-Mayor Price declared the session open and asked if anyone wished to address the Council. No one requested to speak.

##### **2. Closed Session – Labor Groups**

-Mayor Price declared that there was no need for closed session.

##### **3. Presentation of Revised Forecast and Discussion of Next Steps for City Budget**

Finance Director, Bob Leland, summarized the City of Fairfield, Revised General Fund Budget Forecast and Downsizing Plan document. His presentation included an analysis that was made available to the Council as well as the public.

Several Councilmembers commented on the thoroughness of Mr. Leland's presentation and thanked him for his hard work in its preparation.

The following questions/comments were made after Bob Leland finished his presentation:

- Vice-Mayor Mraz asked if the City is financially sound or not. Mr. Leland answered that "yes" the City is financially sound, comparatively. Councilmember Mraz suggested going to the Department Heads and asking them where cuts can be made before cutting any jobs.
- City Manager Quinn responded that as part of the budget reduction process, he will bring a complete plan of proposed cuts as well as where income can be enhanced.
- Councilmember Kardos stated that because of past Council decisions, the City would suffer greater negative budget consequences than necessary. He also suggested looking into the towing contract, SRO, and the theater subsidy as possible places to make savings.
- Mayor Price asked about the base and housing privatization.
- Assistant City Manager Huston noted there are three Federal earmarks for: surveillance equipment, CAD, and the After School Program and that these may provide some funds to the City.
- Councilmember Garcia stated that if there is anything that can be done elsewhere to cut, then it should be researched so that lay-offs can be avoided.
- Councilmember Timm agreed that he did not want to lay off employees, but the budget problems need to be fixed. He encouraged staff and the public to make suggestions and recommendations for the Council to consider. He also stated that the budget issues were real and that the public should not be surprised that in making budget cuts, there would be noticeable reductions in services.

##### **4. Preliminary Guidance for City Downsizing Plan**

###### **a. Downsizing Plan:**

In a unanimous, 5-0 vote the Council approved the percentages of reductions. The Council will be provided plans for both the minimum and maximum percentages. The Council further requested that staff prepare a comprehensive list of potential revenue enhancements (such as: SRO's, towing contract, Police

Training Center contract), and cost efficiencies (such as: three Repair yards combined into one, privatization).

Approved reduction percentages:

- 3-4.2% Police
- 3-4.2% Fire
- 23.5-32.7% Public Works
- 23.5-32.7% Community Services
- 10-13.9% Finance
- 10-13.9% Community Development
- 10-13.9% Human Resources
- 5-6.9% City Administration
- 5-5.9% Non-Departmental

b. Budget Development Principles

In a unanimous, 5-0 vote the Council approved the following budget principals:

- Balance between public safety, infrastructure maintenance and quality of life services is required to ensure a livable community.
- A budget facing permanent revenue reductions must be sustainable into the future, and not balanced with one-time fixes.
- Reducing capital project funding to support operating activities sacrifices the community's long-term interests.
- Continuous investment in technology, systems, and equipment is needed to improve organizational efficiency, especially when staffing levels are reduced.
- Compensation levels in line with the labor market, and which honor our labor agreements, are needed to minimize staff turnover and maintain City productivity.
- Program cost recovery should be maximized, including General Fund indirect costs allocated to other funds, to reduce the need for program reductions.
- Additional revenue sources, such as grants and development-related income, should be sought to augment City resources.
- Quality economic development with higher-paying jobs should be promoted to expand the City's revenue base and provide a net resource gain.
- Services/programs that serve a limited number of participants should be the focus of reductions, or taken over by a private vendor or non-profit organization.
- Reductions should be avoided that could exacerbate liability issues for the City, or have long-term consequences that would be costly to reverse.
- The budget must ensure administrative accountability, internal controls and long-term financial stability.

**5. Set Budget Calendar for 2008 (voting)**

In a unanimous, 5-0 vote the Council approved the following budget timeline:

- February 12, 2008 & February 26, 2008 (Study Sessions)
  - Operating budget cuts
- March 21, 2008
  - Report to public as deemed appropriate by the City Manager
- March 25, 2008 & April 8, 2008 (Study Sessions)
  - Capital project changes
- July 1, 2008
  - Implementation of cuts

The Council stressed that in all of the budget reduction process, as with other parts of Council operation, they are committed to complete openness and transparency.

## 6. City Council Issues for 2008

Dr. Porter reviewed a summary of the goals that emerged during individual meetings with Council members:

- Continued crime prevention
- Deal with budget shortfall
- Youth development
- Economic/Business development
- Relations with schools
- Support the new City Manager
- Strategic plan

Vice-Mayor Mraz noted the budget, crime and a teen center as important items.

Councilmember Kardos added that enhancing economic development is significant.

Councilmember Garcia stated that land development for the future and bringing in key businesses to the City is vital.

After discussion, the Council reached consensus on four goals they wished to emphasize for the City of Fairfield for 2008. By a unanimous, 5-0 vote the Council set the following goals areas for 2008:

- Dealing with the Budget
- Continued improvement on Crime/Public Safety
- Fostering Economic Development
- Youth Development

Following setting these four goals, the Council generated a list of ideas and direction to accompany each goal. These were presented as sample ideas only for each goal. A more comprehensive plan will be developed to address the goals in detail.

### Main Goals

### Details

Budget	Shortfall plan, comprehensive list of revenue enhancements which are well-communicated to the public, discussion of the vehicle replacement plan
Crime/Public Safety	Crime statistics report (07/01/08), partnerships with non-profits (Quality Neighborhoods), Boy Scouts/Girls Scouts, community policing on the streets, enhancement of services to the Cordelia/Green Valley area as it grows
Economic Development	Plan for attracting businesses to the area, industrial zoning, examination of land use
Youth	PAL (Police Athletic League), volunteer program, job training/skills, career training program, Tutoring/homework assistance, cooperative program (ROP, FSUSD, etc.)

Mayor Price asked the Department Heads to comment on the Council goals. Their comments included:

-The Deputy Fire Chief Vince Webster was pleased with the idea of including the Fire Department along with Police and Travis Air Force Base personnel in the PAL program.

-The Police Chief Kenton Rainey suggested having the Police Explorer Program and a paid Police Cadet Program.

-John De Lorenzo of Community Services noted that there will be major facilities considered for cutbacks.

-Barbara Dillon of Human Resources noted that liability claims should be attended to as budget cuts are considered.

- Vince Webster of the Fire Department also noted that he is concerned about cutting back on the vehicle replacement program.
- Eve Somjen commented there were a number of non-profits that the City could partner with in addressing both the crime and youth goals and the Quality Neighborhood Team had already forged some partnerships.

Mayor Price then called for Public Comment:

- Mr. Kurt Hahn commented on items included in the Revised General Fund Budget Forecast and Downsizing Plan document. City Manager Quinn offered to meet with Mr. Hahn at a future date to discuss the Mr. Hahn's suggestions and to answer questions.

### **Special Presentation**

Kathy Wilke announced that Assistant City Manager, Nancy Huston is the recipient of the Wes McClure Outstanding Assistant City Manager Award. She spoke about Ms. Huston's accomplishments and many outstanding contributions to the City. Nancy was congratulated for her fine work by the entire Council and those in attendance.

## **7. Set Study Session and Closed Session Calendar for 2008**

The Council discussed their Study Session calendar for 2008. At the present time the following topics were decided upon for Study Sessions:

- February/March – Budget
- April -Train Station and other land uses
- Joint session with Planning Commission
- Other sessions: to be determined

## **8. Final Thoughts/Wrap-up**

Mayor Price asked if there are were any suggested changes to how we run the Council meetings.

- Vice-Mayor Mraz commented that he felt presentations take up too much Council Meeting time. He added that presenters should address the Council quickly, give the basic information, and let the Council decide. Staff should avoid simply reading text bullets on PowerPoint presentations.
- Councilmember Timm agreed with the Vice-Mayor's comments about the meetings moving more quickly. He assured staff that Council read their packets and have the background information they need at meetings.
- Councilmember Garcia added that the City Council award presentations should be at a different time than Council meetings.

Mayor Price thanked everyone who attended both the Friday and Saturday Council meetings, noted the significant progress and positive direction of the Council, and then adjourned the meeting.